

Introduction and Confidentiality

We consider those people who process payroll to be the most important people in the City of Fresno. “Payroll is the reason people come to work.” Without your hard work and dedication, the City would certainly come to halt, since it is unlikely that our employees will show up for work if they are not being paid.

Due to the sensitivity of this role, it is important that we all remember to protect the privacy of those we pay. We are in the midst of a time when incidents of identity theft continue to rise and we must be extra vigilant to protect our employees. Ways to help:

- DO NOT use Social Security numbers (SSN) unless they are required on a state or federal form. Tell employees to use their Employee ID instead of their SSN on forms being sent to Payroll.
- When getting rid of employee information, make sure the entire document is destroyed; throwing personal information into the trash or recycling is not enough.
- If you have hard copies of personal information, make sure it is kept locked up when you are not around.
- Do not leave PeopleSoft, or any program containing personal information, open or accessible on your computer. Make sure these programs or documents are password protected. If they cannot be password protected, be sure to lock your computer when you are not around.
- Do not provide personal information over the phone unless you have verified that it is appropriate and necessary and the person on the other end is who they say they are.

How to Use this Booklet of Information

1. Keep this booklet in a three ring binder so it can be easily updated.
2. Utilize tabbed dividers labeled Section 1, Section 2, etc... to keep the document organized.
3. Emails will be sent out with updated documents and information on where the document should be placed.
4. This document will also be kept up to date on the Payroll Website in PDF form.
5. Add your own tabbed dividers at the end of the binder and add information specific to your department.

Thank you for all of your hard work.

-Payroll Posse